

ANIMAL ADOPTION COORDINATOR

PURPOSE AND NATURE OF WORK

The purpose of the single position in this classification is to facilitate the long-term adoption of animals to outside organizations, families, or individuals. In performing these duties, the incumbent is given authority to exercise independent judgment and initiative in accordance with established policies, procedures, and guidelines. Work is reviewed on the basis of quality, adherence to policy and procedure, and results obtained. Work is performed under the general direction of the Animal Control Supervisor and has no supervisory responsibility.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists the public with animal adoptions by explaining adoption procedures, showing available animals to prospective adopters, and matching animals with families and outside organizations. Coordinates volunteers. Educates the public regarding basic legal requirements for adoption and responsible pet ownership. Enters adoption information into computer and explains follow-up procedures to families that adopt. Responds to public inquiries concerning adoptions. Promotes educational opportunities and prepares and distributes literature concerning adoption to prospective pet owners. Reports daily kennel occupancy and performs advanced kennel duties. May recommend against incompatible adoptions. Assists with Grant Writing. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the laws, ordinances, rule and regulations, and policies governing animal control.

Considerable knowledge of animals in relation to adoption compatibility.

Thorough knowledge of the animal adoption process.

Thorough knowledge of computer software used by Animal Control.

Ability to maintain proper licensing as required.

Ability to prepare reports and to supervise the maintenance of files and records.

Ability to deal firmly, tactfully, and impartially with individuals contacted during the course work.

Knowledge of and the ability to recognize symptoms of common diseases in animals.

Ability to establish and maintain effective working relationships with other employees, municipal and other governmental officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and working with animal adoption and dealing with the care of animals; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana driver's license.